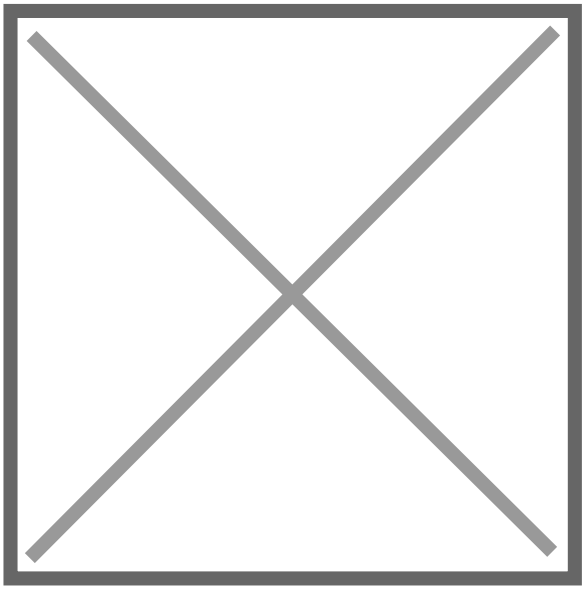
Video Conferencing

Wildix has powerful video conferencing facilities to suit any organisation ranging from simple one-to-one calls to video conferencing suites and live streaming.

- 65.036 Video Conferencing options
- 65.037 Setting up a Conference

65.036 Video Conferencing options



Docs

Document Control

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Approval	Safeharbour Support		
Approval date	01-JAN-2025	**Review date**	31-DEC-2027
Absract	Wildix has a range of Video Conferencing options available that are all seamlessly integrated. can be managed directly from Collaboration and integrate with calendars		
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Wildix has a range of Video Conferencing options available that are all seamlessly integrated. can be managed directly from Collaboration and integrate with calendars

Personal video conferencing using your desktop, laptop, tablet or mobile

Simple and powerful and with no need to install software or have a logon. It uses your device's own screen, camera, speakers and microphone to full effect.





Small-room video conferencing using a computer connected to Huddle conferencing device

Turn a desktop computer into a conference room device with our Huddle unit. Connected via USB, it provides excellent audio and the 120-degree camera ensures everyone is in shot.

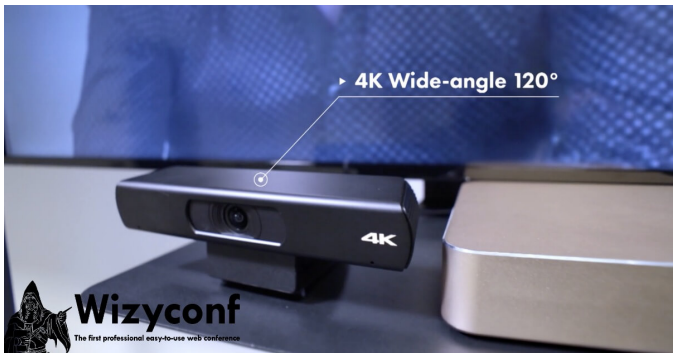




Conference Rooms with multiple screens and cameras that track the presenter

Wildix's innovative Wizyconf system lets you gather groups together to participate in video conferences and keep it personal; the dual-camera system allows everyone in the room to be in view while the second, AI-driven, moveable (Pan-Tilt-Zoom) camera will focus on the current presenter and follow them as they move.







Wizyconf is integrated into Wildix's Collaboration and uses the same WebRTC technology, meaning it included everyone from other Wizyconf rooms, from Huddle rooms and individuals on their Desktop, Laptop, Tablet or Mobile devices.

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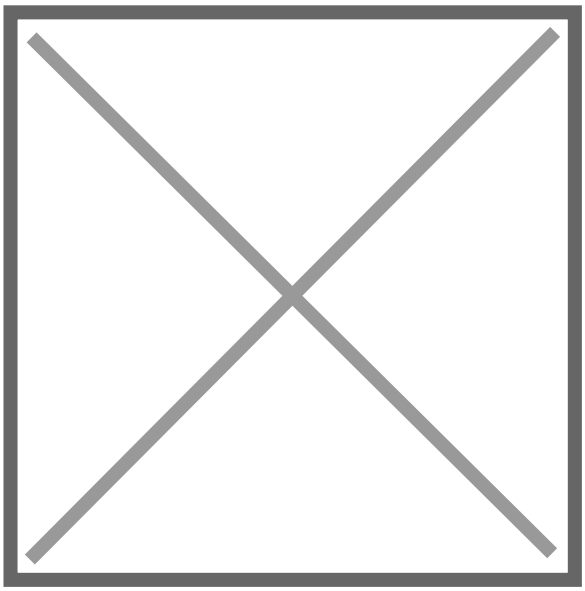
Need help? Get in touch!

You can call us on 01752 373000, option 2 or, if you are on Number Club, just call extension 3001

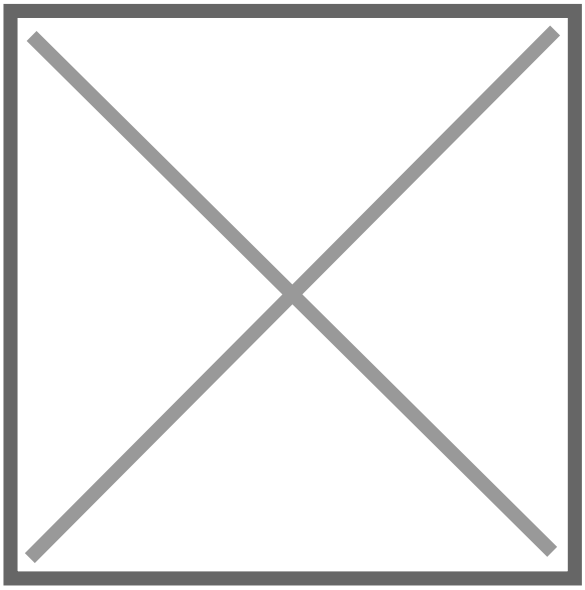
You can email us at hub@safeharboursupport.com

You can chat & Collaborate with us at https://kite.wildix.com/nc-a12/3001

You can Whatsapp us right here: https://wa.me/441752373000



65.037 Setting up a Conference



Docs

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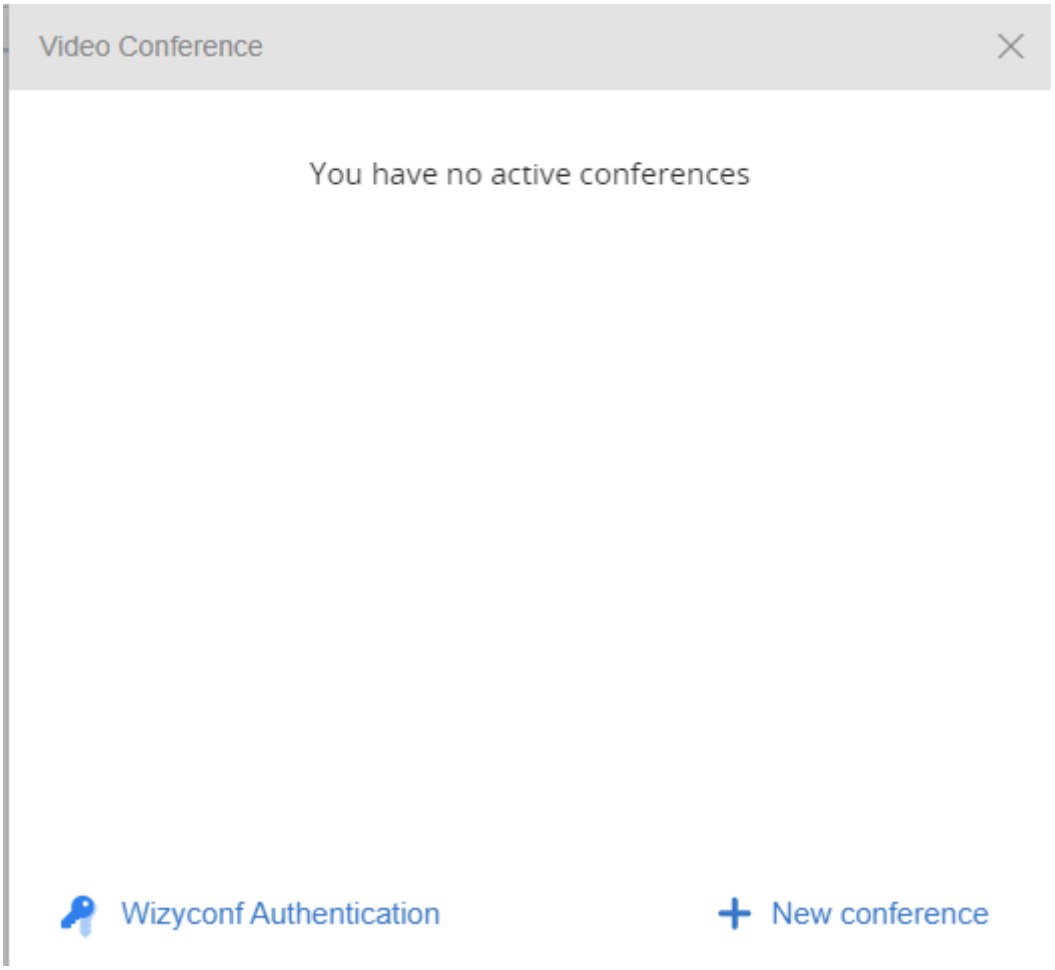
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Create a conference room

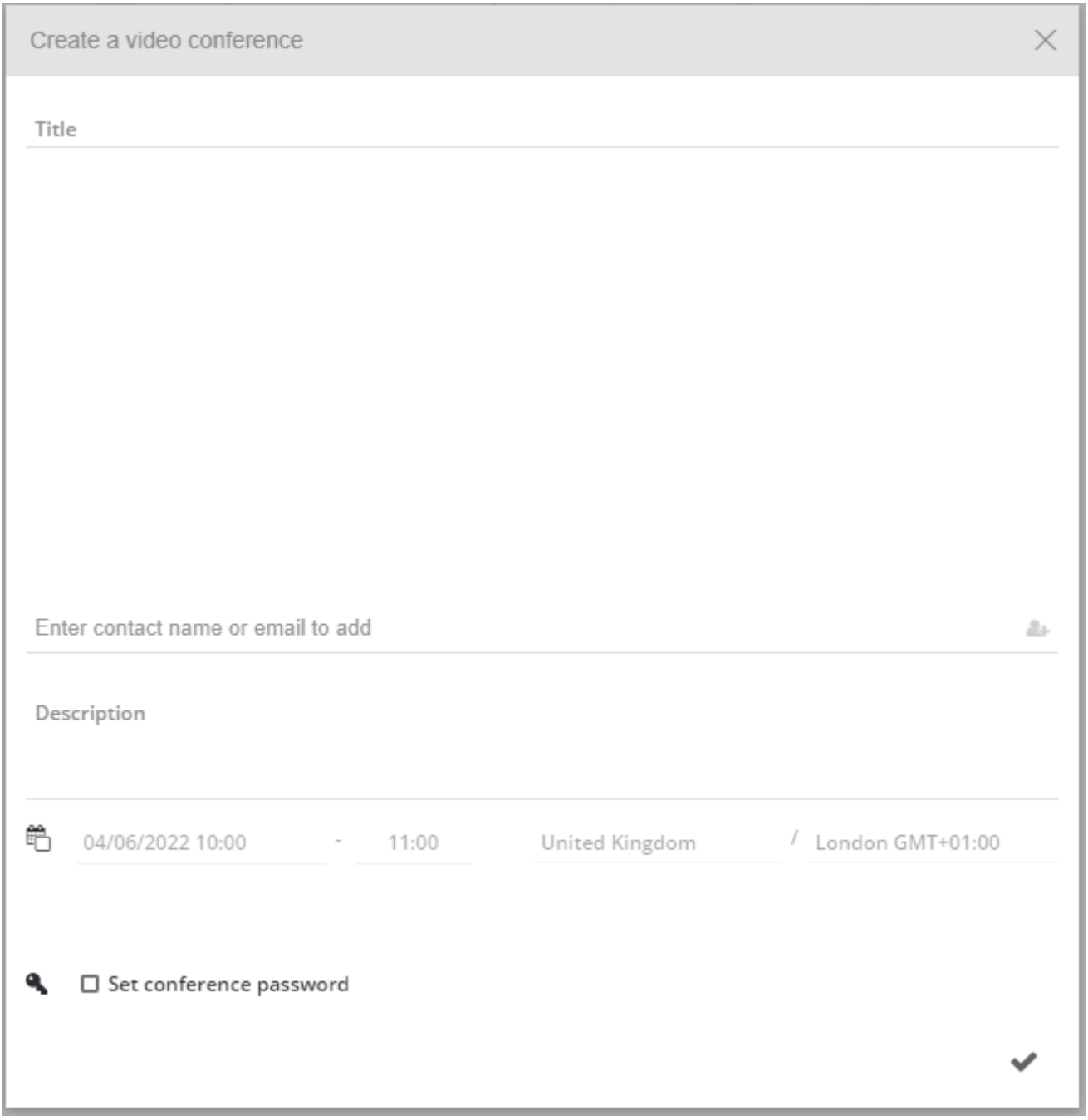
When you are ready to set up a conference, log in to Collaboration on the web and click the Conference button to manage your conferences



This will list the conferences you have created to date:



In this case we have no conferences, so we click on "+ New conference" to create a new one. This presents the Create video conference tool:

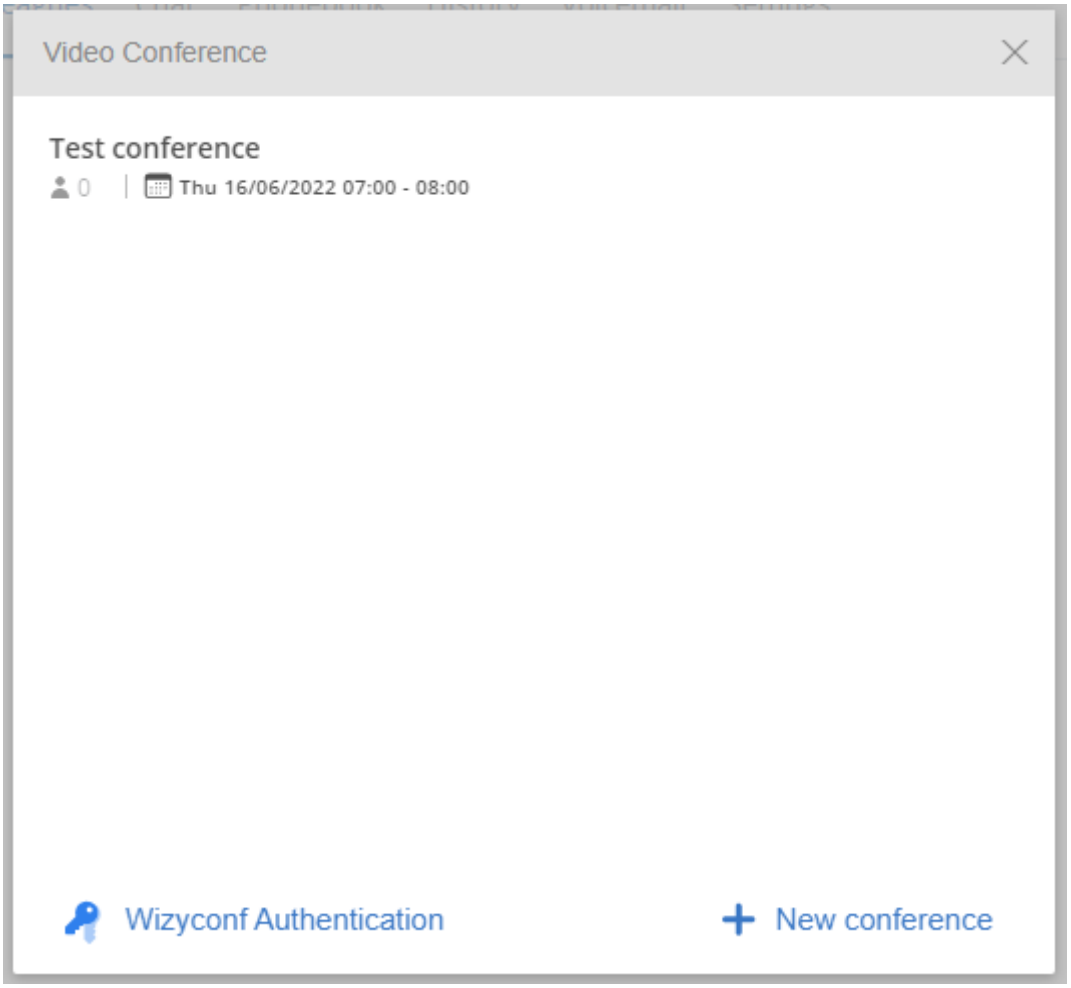


Use the following fields to set up the conference:

- The **Title** is the name of the video conference that will be sent out on the email invite
- Use the **Enter contact name or email to add** field to select people from your Colleagues list or phonebook by name. You can also enter multiple email addresses
- Use the **Description** field to let participants know the conference purpose and any things they need to do to prepare for the conference
- Use the **Date, Time & Duration** fields to set when the conference should start and how long it will last. The time zone will be set to your own time zone but, if you are booking it for folks in another part of the world, you can also change the time zone to theirs to

ensure you get the right time. If the conference will be a regular one you can set options to repeat the conference every Day/Week/Month or Year.
- Wildix will include a set of dial-in numbers for folks who can join by phone. You can opt to remove the dial-in numbers by clicking the cross next to them and you can add numbers from other countries should you want to.
- Optionally, you may **Set** a **conference password** to ensure only folks with the password can join. It will also helpfully create and share a numbers-only PIN code for anyone joining by phone.

When you are happy with the information you have entered, click on the Tick in the bottom-right of the screen. The conference will be created and invites with joining instructions sent out to all participants. Your colleagues will also receive an invite via chat. Your conference will then be listed in your conferences:



If you need to review the conference, hover your mouse over it and then click on the edit button to the right. You will be able to modify the time of the conference, add and remove participants and re-send invites to individuals. There will also be a unique conference link displayed that you can select and then copy using by clicking on the chain icon next to it. This can be used to share the conference link in other ways.

Useful tip

If you are going to share the conference link be aware that anyone with the link will be able to join. If you wish to keep participants to only authorised people we suggest you enable the conference password feature.

To delete the conference, simple click on the delete button next to the conference; the participants will be notified about the cancellation automatically.

https://www.youtube.com/embed/fiRYGt3yCV4

This video by Wildix Product Marketing Manager Elena Kornilova explains setting up and running a conference very well.

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